

PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

**Capital Project Coordinator
(Position is contingent on the availability of Bond Funding)**

**SEIU Local 1021 Salary Range 105
Job Code: 1028**

CLASS PURPOSE

Under direction of the Vice Chancellor of General Services, the employee shall perform a variety of specialized, professional level work, development of construction authorization project. Create expenditure reports for capital projects and materials for the Citizen Oversight Committee that oversee capital bond implementation and for Board of Trustees meetings. Assist construction project managers to develop budgets, process budget transfers, annual budget preparation, estimated construction cost, purchase orders, establishment of escrow account for construction contracts percentage withheld, code documentation and preparation for annual independent audits. Perform other duties as assigned.

WORK SCHEDULE

This is normally a full time position consisting of a five day week work schedule or 40 hours per week. Duties are performed 12 months a year. May be required to work some weekends during peak periods, including but not limited to audits, and fiscal year end closeout, to meet deadlines for major stakeholders reporting periods, etc.

JOB DESCRIPTION SUMMARY

This position functions as the principal capital bond coordinator for construction, preparation of documentation of financial records for all construction expenditures District-wide. Contacts are with capital projects managers, Purchasing, Finance and Administrations Departments, outside vendors, staff members as well as administrators. There may be responsibilities to coordinate processes for project cost maintenance, in-house construction program and activities for successful implementation of bond program. Other essential duties of this position are:

DUTIES AND RESPONSIBILITIES

Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Advise and assist the Capital Projects/Facilities Project Managers to establish funding priorities.
- Assist in preparing, monitoring, and analyzing capital projects and major maintenance budgets.
- Attends department meetings regarding status of construction project activity.
- Checks availability of construction project funding and assist to ensure that completed projects are on budget.

Job Description: Capital Projects Coordinator

- Creates journal entries and budget transfers.
- Codes invoices for payment.
- Creates and produces computerized spreadsheet reports on construction and maintenance projects.
- Creates and updates spreadsheet reports on capital projects construction and maintenance project information and status, including historical data.
- Establishes and maintains specialized filing systems for legal and technical documents.
- Assist in filing FEMA claims and prepares audit report.
- Gathers information and makes arrangements for a variety of meetings.
- Gathers information for inclusion in various reports.
- Gathers information on previous Board decisions for reports.
- Maintain construction records and prepare reports and claims submitted to State and Federal agencies.
- Maintains list of capital outlay and deferred maintenance and Measure A and Measure E projects.
- Monitor Division purchase orders, contracts, expenditures and related functions.
- Assist in planning and coordinating in the preparation of the annual and multi-year repair and funding plans (Capital Improvement Plan).
- Assist in planning, coordinating, in the preparation of the Capital Projects annual budget.
- Prepare a variety of status reports on capital projects and major maintenance activities.
- Assist in preparing and review cost estimates of construction and maintenance projects (DCA) for Budget.
- Assist in preparing, disseminating, and reviewing documents for construction projects or major maintenance projects for bids and cost estimates.
- Provide regular status reports of all construction, major maintenance, or space planning projects to the Capital Projects/Facilities Manager, or others as required.
- Receives, verifies accuracy of, and codes invoices for construction projects.
- Reviews invoices for payment.
- Sets up and monitors budgets.
- Uses FUSION for assessment and planning purposes.
- Assist with both internal and external independent audit preparation of required documentation.
- Prepare reports for the bond Citizen Oversight Committee and for Board of Trustees meetings.
- Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and three years experience assisting, directing or coordinating major capital construction programs, facilities maintenance programs or a closely related field or an equivalent combination of training and / or experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Laws, regulations, rules and practices related to administrative functions;
 - Research and analytical methods;
 - Operation and use of current computer software (Microsoft Office Suite)
- Ability to:
 - Evaluate effectiveness of facilities planning functions and operations;
 - Develop and evaluate alternatives to possible courses of action;
 - Establish and maintain cooperative relationships with others.
 - Compose documents that are grammatically correct;
 - Communicate effectively, orally, and in writing.
 - Provide accurate and complete information as requested.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, climbing stairs.
- Constantly sitting.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or over the telephone
- Seeing to read various materials or operate equipment
- Speaking clearly and distinctly to provide information.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment

WORKING CONDITIONS

- Indoor/ Outdoor environment

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Updated 1/26/2015